

Administrative Wires

New England Cluster

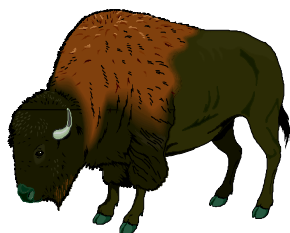
April 2000

Park Profile

Manhattan Sites

(MASI 1811)
26 Wall Street
New York, NY 10005

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Manhattan Sites administers six National Park System units in New York City.

Castle Clinton (CACL 1812) was constructed for harbor defense just before the War of 1812. Between 1824 and the early 1850's, under the name Castle Garden, the structure was a fashionable theater. From 1855 to 1890, Castle Clinton served as an immigration depot (the predecessor of Ellis Island) through which more than 8 million people entered the United States.

The original Federal Hall (FEHA 1813) was the birthplace of the Bill of Rights and the first capital of the United States. It is also where George Washington took the oath as the first U.S. president in 1789.

General Grant NM (GEGR 1814) includes the tombs of General and Mrs. Grant. Grant was the Union commander who brought the Civil War to an end. Grant's Tomb reflects both the popularity enjoyed by the Civil War General and the pride the nation took in erecting grand monuments in the late 19th century.

Hamilton Grange (HAGR 1815) was the home of Alexander Hamilton from 1802 until his death in a duel with Aaron Burr in 1804. Hamilton was a Revolutionary leader, author of the Federalist Papers and first U.S. Treasury Secretary.

The exterior and living quarters of the four-story brownstone at Theodore Roosevelt Birthplace NHS (THRB 1816) re-create the house where Theodore Roosevelt, the 26th U.S. President, was born in 1858 and spent his first 14 years.

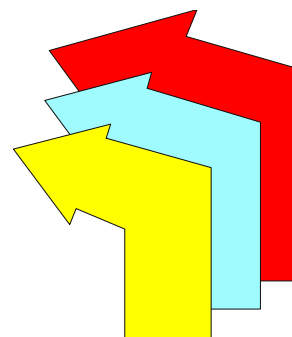
Saint Paul's Church (SAPA 1890) is one of New York's oldest parishes. The adjoining cemetery contains burials dating from 1665.

Manhattan Sites Administrative Staff

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Information Management

FTS2001/MCI Calling Cards

Yes, the new FTS2001/MCI Calling Cards are coming.

Orders will be submitted by the end of March. Calling cards will be sent to the Regional Office for inventory, then distributed to established points of contact at each park in the May/June timeframe. Existing FTS2000/AT&T calling cards will not be canceled until everyone has their new MCI card.

In order to maintain accountability and control over calling card codes, each recipient of an FTS Card must complete a DI-105 "Receipt for Property".

These forms should be maintained centrally in a secure location so the codes will not be compromised.

Federal Calling Card usage is one of the fastest growing components of our FTS cost. Any measures you can take to reduce the duration of FTS calls and use of Federal Calling Cards will lessen the impact of potential charge-backs on our cluster. As long as total FTS2001 charges do not exceed budgeted amounts, costs will continue to be centrally funded by WASO.

Lastly, it is important to contact Information Management if you lose your card, if the code has been compromised, or if you are transferred or terminate employment, so the card can be canceled and/or reissued.



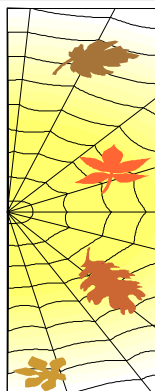
Admin Wires on the Web

Go to BOSO Home Page

<http://www.nps.gov/boso>

Click on "Administration
and General Services"

Click on "Admin Wires"



Financial Management

Fundamentals of Financial Management (Internet-Based Course)

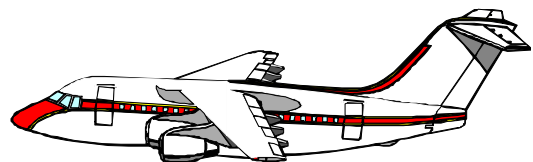
Designed to provide GS-4 through GS-9 administrative, accounting, budget and financial management personnel with entry level, developmental level and full performance level competencies in financial management processes.

Modules Offered:

- Budget Process
- Payroll
- FFS
- Year End Closing
- Accounts Payable and Receivable
- Cash Management
- Travel
- AFSII/CCR
- Miscellaneous Reports

You can get all the registration information on the internet address <http://ffm.den.nps.gov>.

Tuition is \$100 for one or as many modules as the enrollee wishes to take.



New Travel Management Center(TMC) Contract Effective May 1, 2000

The Department-wide contract will require all NPS travel bookings to be made with the new contractor. The name of the new TMC vendor will be announced as soon as the contract is signed.

The new contract is focused on web-based bookings of travel tickets, car rentals and hotel accommodations. Bookings can still be placed over the phone; however the Service will receive a \$5 rebate off the transaction fees for all web-based bookings.

Within the New England cluster, the Boston Support Office, Edison NHS and Cape Cod NS are slated to be pilot sites for testing the new web-based software.

Human Resources Management

Supervision Training

The Human Resources Management Group will present the course,

"Supervision: 'Mission Impossible'"

at the Statue of Liberty/Ellis Island National Monument the week of May 8 - 12, 2000. The course is designed to provide supervisors and managers with the information and tools necessary to carry out their HR responsibilities.

The course will accommodate 30 participants. STLI/ELIS will have first refusal on up to 20 slots for their supervisors and managers. Remaining slots are open to NY/NJ parks and all other supervisors and managers in the New England Cluster, including BOSO.

Lunch Bunch Program

The next Lunch Bunch Program will be on

Tuesday, April 11, 2000, from 11:30 - 12:30, in the fourth-floor conference room.

George Brown will present a session on "Travel, Training and Overtime." Bring your lunch and join us to find out who gets paid and how much.



The Hotel and Motel Fire Safety Act of 1990 (PL101-391) mandates that federal employees on travel must stay in public accommodations that adhere to the life safety requirements in the legislation guidelines.

The national master list of all Fire Safety Act approved accommodations, prepared by FEMA, is published in the Federal Register. Also, the approved accommodation list is available on the U.S. Fire Administration's Internet site at
*<http://www.usfa.gov/hotel/index.htm>

Public Service Recognition Week

Each year during the first week of May, government employees across the nation take part in various activities celebrating Public Service Recognition Week.

It is a time set aside to educate Americans about the broad variety of services provided by the government. This is a special opportunity to recognize the men and women who have devoted their careers to serving our nation, as well as a time for government agencies to reach out to the public to increase awareness and appreciation of the work we do.



The National Park Service is the lead agency for coordinating Public Service Recognition events for the Greater Boston Federal Executive Board (GBFEB).

The Boston Support Office will be sponsoring the following activities during the week:

- Office managers meeting and greeting employees as they report to work; thanking employees for the contributions they have made to the organization;
- Length of Service Awards Ceremony;
- Ice Cream Social/Raffle;
- Federal Service to Local Communities: speaking engagements at local schools to increase awareness of value and contributions of services federal employees make in support of agency mission.

We encourage all parks to celebrate Public Service Recognition Week by sponsoring informative and substantial activities at their sites. Join us in this great celebration!

Human Resources Management

New Workers' Compensation Case Manager

Recently the Northeast and the National Capital Regions entered into a partnership to share a newly created Worker's Compensation Case Manager position.

The purpose of this joint effort is to develop policy and procedural actions to reduce the National Park Service's loss of time and money due to injuries and illnesses sustained by employees on the job.



We welcome **Karlyn Payton** as the new Office of Workers' Compensation Case Manager.

In early February, Ms. Payton met with NER managers to define OWCP roles and responsibilities and to develop a FY 00 Work Plan.

The reduction of employee accidents must be a top priority of every manager and employee in the Northeast Region.

To assist managers in meeting the goal of

"safety first, every job, every time",

Karlyn will focus on training, program development, communications and case management options such as nurse intervention, physical rehabilitation, retraining, and reasonable accommodations.

Additionally, she will work with the region in the reduction of long-term OWCP cases and in the coordination of investigations of alleged abuse or fraud in receipt of OWCP benefits.

We are pleased to have Karlyn Payton available to us as an important resource as we move forward to improve this region's compensation case record.



QUESTION:

Under the new Professional Liability Insurance policy, what is the definition of "supervisor"?

ANSWER:

The policy is explained in detail in a memorandum entitled "Professional Liability Insurance" dated December 14, 1999 that was issued by the Associate Director, Administration, WASO. Appendix A of the memorandum refers us to 5 USC 7103(a)(10) for the definition of "supervisor". This U.S. Code citation states the definition as follows:

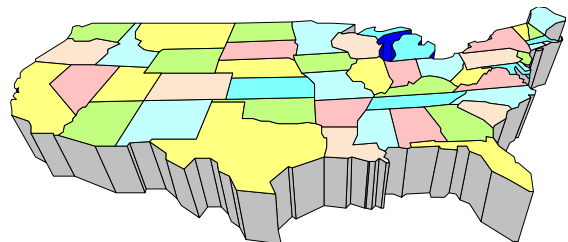
5 USC 7103(a)(10)

"supervisor" means an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such actions, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgement, except that, with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority.

Travel Trivia

CONUS = Continental United States

The 48 contiguous states and the District of Columbia

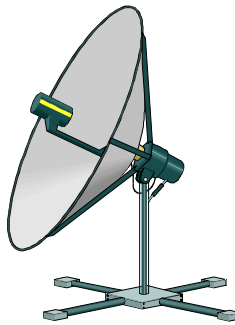


OCONUS = Outside the Continental United States

Contracting and Office Services

Approval Required for Wireless Devices

ALL equipment using radio frequencies must be approved by our Regional Radio Coordinator, Jim Wolf, VAFO (610-783-0947). He will forward the request for final approval to the Chief, Wireless Programs Office in Denver, Frank Weed (303-969-2084).



The approval process assures frequency authorization and support, as well as compatibility with existing wireless systems. Often, new or modified frequency assignments are needed. The vendor may be unable to build the equipment as requested or to deliver the equipment on time if there are frequency issues.

Examples of devices requiring approval include:

- Communications radios in the HF, VHF, UHF, and microwave bands (whether voice, data, or telemetry);
- Differential Global Positioning Systems;
- Audio and video wireless surveillance;
- Wireless microphones, and
- Wireless local/wide area networks.

(Note: Commercially provided services, such as cellular, PCS phones, and pagers, are exempt.)

Contracting Officers may not order wireless equipment until all clearances and approvals have been met.

The Continuing Saga of Cooperative Agreements

Director's Order 20 governing Cooperative Agreements, General Agreements and Interagency Agreements was rewritten and issued in July 1999. Many changes that we had never seen were incorporated. Also, many changes that we had seen, but commented negatively on, were contained in the final document.

A "national" task force was convened to review the document. Comments were solicited from all field

areas. The task force was to meet and make recommendations in last August/September 1999. Due to the timeframe, they never completed their mission.

However, they are a persistent group and are now poised to try again. Elyse LaForest and Nancy Tansino are your team representatives.

If you commented before, **thank you**; we still have your comments and we will use them. You now have another chance to comment.

If you need the documents (the DO, the Agreements Handbook, and the appendices), send an e-mail to Elyse LaForest and the files will be electronically forwarded to you; but beware they are huge! Please provide your input to Elyse or Nancy by April 20.



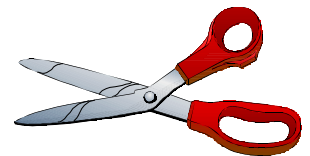
Credit Card Updates

On March 15, Bank of America began mailing the new government charge cards to all National Park Service Cardholders. This re-issuance is due to an error in the account numbering by the bank, which did not reflect the Department of Interior's tax exemption. The card receipt and activation code should arrive first, then a few days later, you will receive your new card.

Remember to destroy your old card.

On April 30, 2000, EAGLS Release 5.0 is scheduled for implementation. The release has system enhancements including improved functions and a redesigned reporting tool providing you with new and modified reports.

Also, Bank of America is addressing the need for a more effective communications plan. Every Friday, they will be issuing a weekly e-mail (newsletter) to the credit card task team members. Mary Lynn Brand will continue to forward this information to the Agency Point of Contact (APCs) at the parks and field offices.



Contracting and Office Services

Use SmartPay Card for FEDEX

If you have purchasing authority on your Smartpay Mastercard, you now may use it for FEDEX shipping.

Parks can contact FEDEX at 1-800-654-9424 to enroll in the program. They will need your FEDEX account number and a list of credit card numbers authorized to charge the account.

DO NOT CHARGE ON YOUR CREDIT CARD UNTIL THE REQUESTED INFORMATION HAS BEEN FORWARDED TO FEDEX.

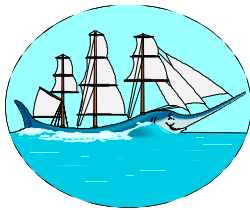
Important Points:

1. Use a pre-printed airbill, provided free of charge by FEDEX, with the account number, or enter the FEDEX account number on a blank airbill.
2. List your credit card number in item #7 of the airbill, along with the expiration date of your card.
3. Packages must be sent "Priority Overnight" service (most locations are delivered by 10:30 a.m., others by 12:00) or "2Day" service (by 4:30 p.m. on next business day). Other services are not part of the government contract .
4. Fill in the number of packages and total weight. If this section is not completed, FEDEX will charge for a 5 lb. package shipment even if your package is less than 1 lb.
5. Put a dash (-) on the 2nd line of the address on the airbill if the mailing address does not have a room or suite number.

For questions, contact Ellen Barr at (617) 223-5039.

For Boston Support Office employees:

- once the new credit cards have been received, a list of authorized users will be prepared by Ellen Barr and submitted to FEDEX.
- a sample of a completed airbill is posted in the Mailroom. Also, the rates for package weights will be posted.



IDEAS Update

Update from IDEAS meeting held March 20–24, 2000 at the APC in Denver, CO.

Introduction of Version 4.11

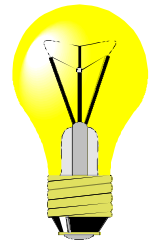
Version 4.11 will be implemented on approximately April 29, 2000. This new version has the following capabilities:

- Form SF-1449, for Commercial Item procurements
- Form SF-1442, for Construction Contracts
- PDWeb, for smaller, Module A, parks. For creating Purchase Requests on the Internet without loading IDEAS (Procurement Desktop) on the individuals' computer. **PDWeb training will be conducted the week of May 15 in Philadelphia, PA.**
- E-Commerce capability. Posting of solicitations on an Interior Internet site; receipt of electronic quotes/bids and electronic award.
- Infrequent users will get an e-mail message notifying them of action in IDEAS.

Creation of NPS IDEAS User Groups and Guidance

The Regional IDEAS coordinators recognized the need for consistency and guidance on using IDEAS. As a result , groups were established to tackle the following issues:

- Create IDEAS Guidance system
- Standardize Vendor Maintenance (who can input and edit data needed for FFS link)
- Standardize Approval Templates (create four servicewide templates to replace the existing numerous regional templates)
- Create IDEAS security systems (log-on attempts, password changes, automatic suspension after non-use of 90 days, etc)
- Standardize Contract clause templates
- Adjust document numbering standardization (length to remain 11 spaces)



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Contracting and Office Services

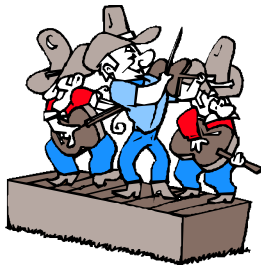
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- Evaluate adding Cooperative Agreement/Interagency Agreements to system
- Standardize policy on the use of E-commerce
- Standardize Attachment Templates
- Create NPS servicewide COTR database

A listing of the groups and their members will be distributed by the Denver APC within a few weeks. Lorna Gunning will send it electronically to all parks. Group members would welcome your suggestions and comments on these issues.

Bandwidth Issue

Sue Hawkins recognized that all regions and centers experience slowness with the system. The bandwidth issue has been brought before the National Leadership Council. The FY2002 Information



Technology budget has been increased by 9 million, bringing it to a total of 13 million dollars. Although IDEAS did not cause the problem, it has brought to the forefront an issue that will impact many types of software servicewide.

IDEAS Tip of the Day

- When searching the database (either vendor or organizational), narrow your search instead of blanket searching all records. Example: If you're looking for a company, limit your search to the state where you think the vendor may exist.
- To identify a vendor's Dun and Bradstreet number go to <http://www.dnb.com/dunsno/list.htm>. You can search by name, address or phone number. If you don't have access to the Internet, call Dun and Bradstreet at 1-888-546-0024. They will ask you for two numbers. The first is 1443, which identifies you as a DOI, NPS caller; and the second is your organizational code (i.e. 1700, 1880, etc).

Miscellaneous IDEAS Information

- Next update to IDEAS will involve maintenance changes to the software
- Future versions will include SF-252 for A/E Services
- NPS now has over 3000 users and over 6,000 Purchase Requests in IDEAS
- We will be scheduling a conference call with all acquisition users to discuss in detail the specifics of IDEAS Version 4.11

AOC and IDEAS

AOC attended the Denver meeting and discussed what they need to process IDEAS transactions.

- All IDEAS transactions must be obligated as either a M\$ for Contract Level Funding or P\$ for Line Item Funding (capitalized/sensitive property)
- AOC looks in the IDEAS database for the red checkmark indicating obligation through IDEAS. Obligations need to occur through IDEAS, because manual data entry will not create the red checkmark.
- Receiving Reports will be required for the last payment, as a notification to both AOC and the IDEAS system administrator that this action is closed.
- In order for payments to be processed, they must correspond to the line items on the purchase order or contract.
- The rumor that AOC will no longer accept paper receiving reports after April 1, 2000 is not true. They will continue to accept paper receiving reports, but IDEAS requires an electronic receiving report with the final payment.

Resource Sharing Plan

Phase I of the Administrative Resource Sharing Plan was sent to all New England Cluster on March 15th. The memorandum was issued electronically from the Deputy Regional Director.

This important document affects all Cluster Parks.

If you have not seen it be sure to obtain a copy. If you need a copy sent to you, please call the Support Office at 617 223 5038.